IT Unit 3

Topic 2

# Ch 2, Data Analytics: Drawing Conclusions, Part 1 Alex Hudson

**Referencing Data Sources,** p 107-111

1. **In collecting data, what must you acknowledge?**

* You must recognize any sources of information you use in your work.

1. **List the four listed accepted referencing styles.**

* American Psychological Association (APA)
* Harvard style
* Chicago
* Institute of Electrical and Electronics Engineers (IEEE)

1. **What do all referencing styles use?**

* All referencing styles use a brief identifying citation in the body text, and a matching detailed reference in a reference list.

1. **Cite all references to a publication within the main body of a document. What is the format generally used?**

* Author-date-page, where the author’s last name, the year of the publication and the page number of the quote should be referenced.

1. **Read the referencing tips on p 111**

* Do not correct errors in questions or statements.
* Do not change the spelling in a quotation or name to match Australian English.
* Use square brackets to add explanatory information.
* Use ellipses ‘…’ to indicate when part of a quote has been omitted.

1. **Reference list, using word to save a list of your sources in a document and produce a bibliography.**
2. **For the SAT you’ll need to choose one style.**

For a referencing autogenerator:

<http://www.harvardgenerator.com>